

~~SECRET~~

26 March 1964

MEMORANDUM FOR: Executive Officer, Medical Staff

SUBJECT : Outline of Duties and Responsibilities

1. In accordance with our recent conversations and analysis of our over-all medical program, it is evident that the position of full-time Executive Officer for the Medical Staff is desirable, and you have been designated as such.

2. I propose the following as an outline of the duties and responsibilities of the Executive Officer, Medical Staff:

The Executive Officer, Medical Staff has as his fundamental mission the execution of the policies of the Chief, Medical Staff. His functions involve some six general areas as follows:

A. Policy

He assures that medical policy directives and other regulatory issuances are disseminated within the Agency and that the Agency's Medical Program is based on proper intra-Agency coordination. To the latter end he assigns Medical Staff responsibilities on policy and procedural matters in order to develop the final staff position.

B. Budget and Fiscal

He provides Chief, Medical Staff the planning assistance and program analysis necessary for the development of the broad outlines for budget estimates and for financial plans. When these general plans are approved by Chief, Medical Staff, the Executive Officer provides appropriate guidance to the Chief, Support Division for the preparation of the budget and the financial plan.

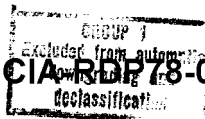
C. Organization

He develops for the Chief, Medical Staff appropriate organizational patterns, staffing complements, and manpower controls for the Agency Medical Program.

D. Medical Career Program

He develops the basic plans necessary for the development and functioning of the Medical Career Program.

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E. Office of the Chief, Medical Staff

He plans and manages the operations of the Office of the Chief, Medical Staff.

F. Other

He performs such other duties as may be assigned by the Chief, Medical Staff.

3. In exercising these responsibilities, the frame of reference should be the Agency Medical Program in its entirety rather than the Headquarters Medical Staff alone.

SIGNED
JOHN R. THORSEN M.D.

JOHN R. THORSEN, M.D.
Chief, Medical Staff

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